

RECYCLING COORDINATOR

FLSA Code: N

Job Code: 4510

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs responsible technical and administrative work coordinating the City's litter control and recycling education programs; does related work as required. Work is performed under the general supervision of the Public Works Director.

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Developing, presenting and implementing recycling education programs; overseeing and supervising litter control projects; preparing staff reports.

Develops and implements recycling education programs for public of all ages;

Develops and distributes public information materials about recycling for schools, businesses, institutions, churches, service groups and individuals;

Makes presentations to civic groups and clubs about status of recycling program, litter control and future efforts;

Selects and disseminates materials; conducts group meetings and one on one contacts;

Provides accurate information and encourages participation in recycling and litter control efforts;

Serves as liaison to task forces and councils and coordinates their activities;

Receives and documents litter complaint; assigns to litter crew or appropriate enforcement officer;

Maintains liaison with volunteer groups promoting general environmental interests, such as litter control and waste management;

Persuades groups to take leadership role in recycling efforts;

Performs related tasks as required.

REQUIREMENTS/EDUCATION/EXPERIENCE:

Graduation from high school and some experience in recycling and working with community groups; possession of an appropriate driver's license valid in the Commonwealth of Virginia; thorough knowledge of the practices and techniques of recycling and clean community programs, program objectives, procedures and organizations, modern office practices, procedures and equipment; demonstrated ability to communicate ideas effectively, both orally and in writing, establish and maintain working relationships with city officials, associates and the general public and to prepare records and reports. An equivalent combination of training and experience may be considered.

This is a class description and not an individualized job specification. The class description defines the general character and scope of duties, responsibilities, and requirements of all positions in one job classification, but is not all inclusive. Duties, responsibilities and requirements may be added, deleted or changed at any time at the discretion of management.